



Tips for Effective Leadership

1. Be outgoing, cheerful and enthusiastic. Smile!!!
2. Never betray a trust, keep your word.
3. Return phone calls or emails promptly.
4. Always carry a note pad and pencil, or ipad or cell phone for notes.
5. Give people some rope... don't over manage.
6. Don't feel you have to like someone to get a job done.
7. Pick and choose wisely what you take a stand on.
8. Don't feel it necessary to fix blame. (Stuff happens)
9. Learn to conduct an effective meeting.
10. Give clear instructions and ask clear questions so that you won't be misinterpreted.
11. Stay cool during a crisis, falling apart doesn't help the situation.
12. Learn to say no without feeling guilty.
13. Take time to do it right the first time.
14. Expect everything you say to be repeated.
15. Project a winning image.
16. Accept blame for failures and credit others with success.
17. Be persistent..... keep trying.
18. Don't be forced into making a decision until you are ready.
19. Plan ahead, don't wait until the last minute.
20. Ask questions and seek advice.

"The good leader is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it."
Teddy Roosevelt